



2018 CITYWIDE PERMIT INSTALLATION OF A MAILBOX ON CITY RIGHTS OF WAY

This Permit is issued pursuant to Sedona City Code Title 12 Chapter 25 Anyone acting under the terms of this Permit agrees to hold the City harmless for the placement and/or the operation of the encroachments approved under this Permit. All applicable boxes shall be filled in or checked.

(X) PERMIT FOR CONFORMING MAILBOX INSTALLATION

WORK START DATE: _____ AT LOCATION: _____

THIS PERMIT IS VALID FOR ONE WEEK FROM THE WORK START DATE

In consideration of the granting of this Permit for work conforming to the Sedona City Code, the Permittee hereby agrees to the conditions set forth in Title 12 Chapter 12 Mailboxes and this Citywide Permit.

SUBMITTAL REQUIREMENTS: The following items are required for this Permit.
(Place a checkmark and date by each item when it is completed)

- () _____ DATE Contact the Sedona Post Office (928-282-3511) for mailbox location verification.
- () _____ DATE Contact the Arizona Blue Stake Center at 811; 800-782-8348; or <http://www.azbsinc.com/>
This is an important step since the existing underground utilities may dictate your available area for installation. Please plan ahead; location of utilities is a free service and is required by State Law. A minimum of 2-3 workdays is required for marking of underground utility lines.
The Blue Stake Center will assign a number; place that number here: _____
- () _____ DATE I have reviewed Title 12 Chapter 12.25 Mailboxes, and the proposed installation conforms to this Title.
<http://www.codepublishing.com/AZ/sedona/>
- () _____ DATE Post this Permit on the property at or near the work area during installation.
- () _____ DATE Call 928-204-7111 for a final inspection when work is completed.
Inspections are conducted during City Business hours: Monday - Thursday from 8:00 a.m. -3:00 p.m.
(If you leave a message please leave your: Permit number, address, name and phone number)

NAME OF APPLICANT: _____ PHONE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

By using this Permit it is understood that you have reviewed the submittal requirements. This Permit shall be made available to all City Personnel upon request and shall be posted on the property during the mailbox installation.

This Permit is not valid until signed and dated.

SIGNATURE OF APPLICANT: _____ DATE: _____

Work not complying in full with the requirements of this Permit will require obtaining a separate right-of-way permit.

Contact Jerry Hutchison or Victor Estrada at (928) 204-7111 if you have questions regarding whether you may use this permit for your project.

Chapter 12.25 MAILBOXES

Sections:

- 12.25.010 General.
- 12.25.020 Location.
- 12.25.030 Sizes.
- 12.25.040 Structure.
- 12.25.050 Shoulder and parking area construction.
- 12.25.060 Removal of nonconforming or unsafe mailboxes.

12.25.010 General.

A. A mailbox or newspaper delivery box, hereafter referred to as mailbox, shall not be allowed to exist on the city's right-of-way if, in the opinion of the city engineer, it interferes with the safety of the traveling public or the function, maintenance, or operation of the street, road, or highway system.

B. The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to standards established in this code.

C. A mailbox installation that conforms to the criteria in this chapter shall be acceptable unless the city engineer determines that it interferes with the safety of the traveling public or the function, maintenance or operation of the street, road or highway system. A right-of-way permit shall not be required in the case of a conforming installation.

D. Where discretionary action is required by the city engineer, application shall be made to the city engineer and written permission received prior to installation of the mailbox. [Ord. 2008-05, 6-10-2008. Code 2006 § 7-11-1].

12.25.020 Location.

A. Access. A mailbox shall not be permitted where access is obtained from the lanes of Highway 89A or SR 179 or where access is otherwise prohibited by law or regulations.

B. Placement. A mailbox shall be placed on the right-hand side of the roadway, in the direction of the delivery route, except on one-way streets where they may be placed on the left-hand side. The bottom of the mailbox shall be set at an elevation established by the U.S. Postal Service, between three feet five inches and three feet nine inches above the roadway surface.

C. Normal Offset. The roadside face of the mailbox shall be offset from the edge of the traveled way a minimum distance of the greater one of the following:

1. Eight feet where no paved shoulder exists;
2. The width of the all-weather shoulder present plus eight to 12 inches;
3. The width of an all-weather turnout, as specified by the city engineer, plus eight to 12 inches.

D. Offset on Curbed Streets. The roadside face of the mailbox shall be set back to a distance of between six and 12 inches.

E. Offset on Residential Low-Volume, Low-Speed Roads without Curb or All-Weather Shoulders. The roadside face of the mailbox shall be offset between eight and 12 inches behind the edge of pavement.

F. Offset on Very Low-Volume, Low-Speed Rural Roads. The roadside face of the mailbox may be offset six feet eight inches from the traveled way as determined by the city engineer. Clearances as low as two feet eight inches may be authorized by the city engineer.

G. Driveway Entrance. Mailboxes at driveway entrances shall be placed on the far side of the driveway 15 feet from the far side of the driveway in the direction of the delivery route.

H. Intersecting Street or Road. When a mailbox is located at an intersection, it shall be placed a minimum distance of 100 feet beyond the center of the intersecting street in any direction of the delivery route. When the average daily traffic on the intersecting street exceeds 400 vehicles per day, the distance shall be 200 feet.

I. Guardrail. Where a mailbox is to be installed in the vicinity of an existing guardrail, it shall be placed behind the guardrail unless application is made and written permission received from the city engineer as specified in SCC 12.25.010(D). [Ord. 2008-05, 6-10-2008. Code 2006 § 7-11-2].

12.25.030 Sizes.

The following sizes of mailboxes as authorized by the U.S. Postal Service are authorized to be installed in the city:

A. Nineteen-inch length, six-and-one-half-inch width, eight-and-one-half-inch height;

B. Twenty-one-inch length, 8.8-inch width, 10.5-inch height;

C. Twenty-three and one-half-inch length, 11.5-inch width, 13.5-inch height. [Ord. 2008-05, 6-10-2008. Code 2006 § 7-11-3].

12.25.040 Structure.

A. Materials. Mailboxes shall be of light sheet metal, fiberglass, plastic or light material construction and conform to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction and of minimum dimensions suitable for holding a newspaper.

B. Support.

1. Number of Boxes. No more than two mailboxes shall be mounted on a support structure unless the support structure and mailbox arrangement have been shown to be safe by crash testing as conducted by the Federal Highway Administration or the Arizona Department of Transportation. Lightweight newspaper delivery boxes may be mounted below the mailbox on the side of the mailbox support.

2. Concrete Foundation. Mailbox supports shall be placed in native soil or in crushed aggregate base materials whenever these materials provide adequate support. Mailbox supports shall not be placed in concrete unless necessary for support. Mailbox supports shall not be set in concrete placed at a depth any greater than 12 inches.

3. Posts. A single four-inch by four-and-one-half-inch diameter wooden post or metal post with a strength no greater than a two-inch diameter standard strength steel pipe, and embedded no more than 24 inches into the ground shall be acceptable as a mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no greater than 10 inches below the ground surface.

4. Attachment. The post-to-mailbox attachment details shall be of sufficient strength to prevent the mailbox from separating from the post top if the installation is struck by a vehicle. The minimum spacing between the centers of support posts shall be three-fourths of the height of the posts above the groundline. [Ord. 2008-05, 6-10-2008. Code 2006 § 7-11-4].

12.25.050 Shoulder and parking area construction.

It shall be the responsibility of the postal patron to inform the city engineer of any new or existing mailbox installation where shoulder construction of a city-maintained street is inadequate to allow all-weather vehicular access to the mailbox. [Ord. 2008-05, 6-10-2008. Code 2006 § 7-11-5].

12.25.060 Removal of nonconforming or unsafe mailboxes.

Any mailbox that is found to violate the intent of this chapter shall be declared unacceptable and removed by the postal patron upon notification by the city engineer. At the discretion of the city engineer, based on an assessment of hazard to the public, the postal patron shall be granted not less than 24 hours, nor more than 30 days, to remove an unacceptable mailbox. After the specified removal period has expired, the unacceptable mailbox shall be removed by the city at postal patron's expense. [Ord. 2008-05, 6-10-2008. Code 2006 § 7-11-6].

The Sedona City Code is current through Ordinance 2018-06, passed April 24, 2018, and Resolution 2018-10, passed April 10, 2018.

Disclaimer: The City Clerk's Office has the official version of the Sedona City Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.sedonaaz.gov/>
(<http://www.sedonaaz.gov/>)
City Telephone: (928) 203-5032
Code Publishing Company
(<http://www.codepublishing.com/>)